TO: Board of Supervisors
FROM: Liz Habkirk for Steven Lederer - Director of Public Works Airport
REPORT BY: Greg Baer, Airport Manager - x4665
SUBJECT: Adoption of a Resolution Amending Fees at the Napa County Airport

RECOMMENDATION
Director of Public Works requests adoption of a resolution amending the County's Policy Manual Part III, Fees, Part 30 Airport, effective September 1, 2019, amending policy language and increasing hangar and storage room fees by 3.7% for services provided by the Napa County Airport.

EXECUTIVE SUMMARY
Adoption of the resolution will amend Part III, Fees, Part 30 Airport, within the County's Policy Manual by modifying those fees as shown by strike-out in Exhibit "A" of the resolution. The proposed increase to the hangar and storage room rates is tied to the April 2018 thru April 2019 Annual Consumer Price Index for Urban Wage Earners and Clerical workers for San Francisco-Oakland-Hayward. The proposed adjustment will increase Airport revenues in Fiscal Year 2019-2020 by approximately $18,283.

Additionally, staff has suggested policy language changes within several sections of Exhibit "A" to improve clarity and readability.

FISCAL IMPACT
Is there a Fiscal Impact? Yes
Is it currently budgeted? Yes
Where is it budgeted? Airport Enterprise Fund
Is it Mandatory or Discretionary? Discretionary
Discretionary Justification: The fee amendment will result in additional annual revenue of approximately $18,283 during fiscal year 2019-2020. As maintenance costs continue to rise for hangars, doors, and gates, additional revenue is needed in order to continue with preventative maintenance activities.

Is the general fund affected? No

Future fiscal impact: Amending fees will assist the Airport in collecting an additional $18,283 per year until such time as the fees are amended again.

Consequences if not approved: If not approved, the Napa County Airport would not be able to raise fees consistent with rising CPI, ultimately resulting in reduced ability to maintain the airport, including airport owned hangars.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is exempt from the California Environmental Quality Act pursuant to Title 14, California Code of Regulations, section 15273 (a)(1) (Rates, Tolls, Fares, and Charges).

BACKGROUND AND DISCUSSION

The Airport Enterprise Fund is financially self sufficient, receiving no financial support from the County’s General Fund. Staff is requesting an amendment to Napa County's Policy Manual, Part III: Fees, Part 30 Airport, in order to ensure the continued financial viability of the Airport Enterprise Fund. A summary of the requested amendment of Part III: Fees, Part 30 Airport, of the County of Napa Policy Manual, as outlined in Exhibit “A” of the attached resolution, is as follows:

- Increases Sec. 30.060 Hangar Rental Fees and Sec. 30.090 Airport Storage Room Fees. The monthly increase of 3.7%, rounded to the nearest whole dollar, based on the April 2018 thru April 2019 Consumer Price Index for Urban Wage Earners and Clerical Workers, will apply to county owned hangars and storage rooms, along with privately owned portable hangars.

The proposed increase to the hangar and storage room rates using the Consumer Price Index will increase Airport revenues in Fiscal Year 2019-2020 by approximately $18,283. There will be no increase to Shade Hangar fees, Landing Fees or Tiedown Rental Fees. The rates for the subject hangars at the Napa County Airport have traditionally been within range of other comparable airports with only CPI increases being applied for many years. Additionally, the methodology used to calculate the increase is consistent with the Airport’s General Aviation Leasing/Rents and Fees Policy recently adopted by the Board.

Costs associated with utilities and the ongoing maintenance of the Airport's aging hangars continues to rise and periodic rent increases are needed to keep up with the rate of inflation. The proposed increase was included in the Fiscal Year 2019-2020 budget presented to the Airport Advisory Commission on June 3, 2019 and the Commission recommended Board approval of the budget as drafted.
Additionally, staff has made redline changes within sections 30.030, 30.040, 30.080, and 30.100 of Exhibit "A" to improve clarity and readability of the various policies. Because the proposed language modifications are limited in nature, none of the edits will result in a change to the underlying policy goal or past practice.

This item is specifically exempt from the voting requirements of Article XIIIC of the California Constitution because it is a charge imposed for entrance to or use of the County of Napa property or the purchase, rental or lease of County property. (Facility rental fees, room rental fees, equipment rental fees, on and off-street parking, tolls, franchise, park entrance, museum admission, tipping fees, golf green fees, et cetera.)

**SUPPORTING DOCUMENTS**

A. Airport Fee Resolution  
B. Exhibit A - Tracked Changes  
C. Exhibit B - Clean

CEO Recommendation: Approve  
Reviewed By: Mary Booher